

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

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**Policy Title: Pay Plan and Employee Compensation**

**Effective Date:**

**07/21/03~~10/15/01~~**

**Section No. : 22**

**Supersedes Policy:**

**7/7/98~~10/15/01~~**

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**I. PURPOSE**

It is the objective of the Board of Supervisors to pay employees in an equitable and competitive manner.

**II. SCOPE**

This policy applies to all permanent full-time and permanent part-time employees.

**III. DEFINITIONS**

**A. Demotion**

Demotion is defined as the assignment of an employee from one position to another position in a lower salary grade.

**B. On-Call Pay**

On Call pay is defined as compensation for non-exempt employees who are regularly required to be available when needed to handle exceptional situations occurring outside of standard working hours.

**C. Pay Grade**

Pay grade is defined as the numerical designation of the pay range assigned to a class of positions.

**D. Pay Plan**

Pay Plan is defined as the official schedule of pay approved by the Board of Supervisors assigning a pay range to each class title, arranged schematically by classification grades.

**E. Pay Range**

Pay range is defined as the minimum, midpoint and maximum pay rates assigned to a class of positions as the compensation for that class.

F. Promotion

Promotion is defined as the assignment of an employee from one position to another position in a higher salary grade as a result of a competitive recruitment process.

G. Transfer

Transfer is defined as the assignment of an employee from one position to another in the same salary grade.

IV. **PROCEDURES**

A. Pay Plan

1. The Fauquier County Government Pay Plan will be prepared with consideration to the duties and responsibilities of the various types of positions in the County. The prevailing pay rates in the public and private sector for comparable services will also be given consideration.
2. The Pay Plan for classified positions shall be separated by numerical pay grades. Each grade shall include a minimum, midpoint and maximum rate. The range between the minimum and maximum rates shall be approximately fifty (50) percent.
3. Temporary positions are not officially included in the Pay Plan; however, every effort will be made to closely match a temporary position to an existing classification and pay range.
4. The Pay Plan may be amended by the Board of Supervisors.

B. Starting Rate Of Pay (New Hires)

1. The normal entry level pay rate of a newly hired employee will be the minimum of the pay range.
2. When deemed necessary by the Department Head/Constitutional Officer, a starting pay rate of up to twenty (20) percent of the beginning of the pay range may be made if one or more of the following conditions are met:
  - a. the qualifications of the applicant exceed the minimum qualifications for the class;

- b. the applicant is a former employee;
  - c. difficulty in recruitment indicates payment of a higher rate is required.
- 3. A starting pay rate higher than twenty (20) percent of the beginning of the range shall require review and approval of the County Administrator.
- 4. A starting pay rate below the minimum of the pay range may be paid during a training period when the newly hired employee is not fully qualified or when there is no other suitable, fully qualified applicant. This action shall require the review and approvals of the Human Resources Director and the County Administrator. Upon satisfactory completion of the prescribed training period, the employee's salary shall move to the minimum of the salary range.
- 5. A former employee may be non-competitively re-appointed to his/her former position at the discretion of the Department Head/Constitutional Officer within ten (10) working days following a resignation. Such appointment may be made to the maximum of the salary level the employee was receiving at the time of resignation.

C. Promotion

- 1. A qualified employee, promoted to a position in a higher grade, will receive an increase in pay rate between the minimum and midpoint of the new pay range. In special circumstances, the County Administrator may determine a different rate of pay for a promotion.
- 2. When an employee has been promoted and does not meet departmental work standards in the new position, he/she may be demoted prior to the end of the probationary period, without prejudice, to his/her former position if vacant. His/her pay shall be restored to the rate in effect prior to the promotion. If his/her former position is not vacant, every effort will be made to place the employee in another position, for which he/she is qualified, in the same pay grade as the former position. When no appropriate vacancy exists, the employee shall be separated from employment and his/her name shall be placed on the re-employment list.

D. Transfer

When an employee moves from one position to another in the same pay grade, the employee will retain his/her current pay rate. In special circumstances, the County Administrator may determine a different rate of pay for a transfer.

E. Demotion

1. Voluntary Demotions And Involuntary Demotions Due To Disciplinary Or Performance-Related Actions

When a voluntary demotion or an involuntary demotion due to disciplinary or performance-related action occurs, an employee's pay rate may be reduced to a rate between the minimum and midpoint of the new range.

2. Involuntary Demotion Due To A Reduction In Force

An employee, who accepts a demotion under a Reduction in Force, will retain his/her current pay rate for not more than six (6) months. During the "grandfather" period, the employee shall be entitled to merit pay increments, or other general pay adjustments afforded to other employees. If the employee remains in the lower graded position at the end of six (6) months, he/she shall be demoted to the grade to which the new position is allocated, and his/her pay rate may be adjusted to a rate between the minimum and midpoint of the new range.

3. Special Circumstances Involving Demotions

In special circumstances, the County Administrator may determine a different rate of pay for any type of demotion.

F. Merit Pay Increases

1. An annual pay increase may be granted to a permanent employee if the employee's overall evaluation for job performance is at or above satisfactory level, and the employee has been employed at least six (6) months as of July 1 of the performance cycle year. Such pay increases may be awarded on an annual basis in accordance with the Employee Performance Evaluation policy.

2. A newly hired employee who has not completed a minimum of six (6) months of service by July 1 (probationary employee) shall not be eligible to receive a merit increase in conjunction with the performance cycle. Such an employee may receive an increase equivalent to that associated with an overall performance rating of "Meets Standards". This increase shall be effective July 1 of the performance cycle year.

3. All merit increases shall be effective at the direction of the Board of Supervisors, but normally occur July 1 of each year.

G. Cost Of Living Adjustments To Pay Plan

1. Cost of living adjustments to the pay plan may be made when changes to the consumer price index and other valid factors directly influencing the cost of living in the local and surrounding jurisdictions justify such adjustments.
2. Annually, on August 1 of each year, the County Administrator may direct an adjustment to the pay plan. Such adjustment shall be equivalent to one half (1/2) a percent less than the merit pay percentage increase associated with an overall performance rating of "Meets Standards". ~~Adjustments may be made to pay ranges and/or permanent employees' pay rates in accordance with Board of Supervisor action.~~ When pay rates are adjusted, newly hired permanent employees on probation shall~~will~~ be eligible to receive a pay adjustment.

H. Pay Adjustments To Pay Plan

1. The Human Resources Department shall annually conduct comparability studies of pay rates of surrounding jurisdictions for selected County positions. The County Pay Plan may be adjusted based upon the results of these surveys and the approval of the County Administrator and/or the Board of Supervisors.
2. Employees whose current pay falls at or below the minimum rate of their new pay range will have their pay adjusted to the minimum rate of their new pay range. No other salary adjustments will be made.
3. Employees whose current salary rate is above the maximum rate of the pay range proposed for their grade level shall retain their current salary rate. Such pay retention will continue indefinitely until such employees' retained rate can be placed within the appropriate pay range for their position and grade level. As approved by the Human Resources Director, pay retention may be terminated by any of the following:
  - a. break in service of one workday or more
  - b. entitlement to a higher rate of pay
  - c. declining a reasonable offer of a position with a rate of pay at least equal to the retained pay rate
  - d. demotion for personal cause or at the employee's request.
4. Merit pay increase anniversary dates will not change by virtue of the pay

adjustments resulting from the implementation of salary survey results.

I. Pay For Serving In Acting Capacity

1. When an employee is required by his/her Department Head/Constitutional Officer to work in the capacity of a vacant higher level supervisory position or a vacant highly technical position for a period exceeding thirty (30) days, such employee may be paid additionally for assuming those duties.
2. Requests for acting appointments and temporary pay adjustments shall be reviewed by the Human Resources Director and forwarded to the County Administrator for consideration of approval in advance of the action.
3. Temporary vacancies created by an incumbent using annual, compensatory or paid military leave are excluded from this policy.
4. Employees receiving acting pay may be granted an increase of up to a maximum of ten (10) percent of their current salary levels or the minimum of the new grade, whichever is greater. The level of the acting pay increase will be determined on a case by case basis with consideration to the acting employee's current pay rate, the pay range of the temporary position and the level of duties assumed.
5. Pay for serving in an acting capacity may not exceed six (6) months.
6. In special circumstances, the County Administrator may make exceptions to this policy.

J. "On Call" Pay

1. "On Call" will be considered to be a period of time when an employee is not required to remain at his/her workstation and is free to engage in his/her own pursuits, excluding lunch and designated break periods. This is subject only to the understanding that he/she leave word at his/her home and/or with the dispatcher where he/she may be reached and report promptly as outlined by the Department Head/Constitutional Officer.
2. An "On Call" employee shall be compensated for time worked portal-to-portal from the time the employee is called back. Compensation will be in the form of pay or compensatory time in accordance with Human Resources Policy.
3. "On Call" work schedules and pay provisions must be approved by the County Administrator. Upon approval, the Department Head/Consti-

tutional Officer will forward the “on call” employee designation in writing to the Human Resources Director for inclusion in the employee’s personnel file.

4. The Fair Labor Standards Act covers “On Call” pay regulations. Any “On Call” work or pay practices that vary from above shall be referred to the Human Resources Director for proper Fair Labor Standards Act application.

K. Payroll Certification

1. No person shall be placed on the payroll of any department except pursuant to appropriate Human Resources Policy or upon written approval of the County Administrator.
2. The County Administrator may require the Human Resources Department to certify, each pay period or periodically, that each classified employee whose name appears on the payroll has been properly appointed or employed in accordance with the provisions of Human Resources Policy, position classification plan and pay plan. Human Resources will also certify that the person’s name appears on an official employee listing for the time in which such compensation is paid and at the designated pay rate.
3. The Human Resources Department is authorized to establish procedures to handle the placement and removal of employees on payroll, and to process requests for changes in pay rate. Whenever the Human Resources Director determines that a person is filling a classified position in violation of established Human Resources Policy, he/she shall immediately notify the County Administrator and Department Head/Constitutional Officer and take immediate, appropriate corrective action to resolve the matter.